

NAF PERSONNEL OFFICE, Sub-Region
MWR Department, VQ, WPNSTA Yorktown, FISC Cheatham Annex

IN-HOUSE VACANCY ANNOUNCEMENT

1/13/04

Does not confer to Civil Service Status

POSITION: **Bartender Supervisor**
NS-7405-03

ANNOUNCEMENT# **YT 30-04**

Salary: \$9.46-\$9.86 per hour
LOCATION: MWR Department, Community Programs
Yorktown, VA 23694

CLOSING DATE: January 18, 2004

AREA OF CONSIDERATION: **MWR Employees Only**

(1) Position, Part-time

NOTE: No relocation costs will be paid

Direct Deposit of salary is a condition of employment

DUTIES: On a daily basis, this position is responsible for all bar activities, marketing, internal controls, sanitation, equipment and beverage inventory, cost of goods, and operational costs. Assists the supervisor in developing an income, expense and capital expenditure budget, planning programs, reviewing and pricing of beverage menus and the development and implementation of internal control procedures necessary for a viable and successful bar operation. Develops and maintains stock levels and inventories. Prepares marketing lists, determine beverage requirements and related supplies. Develops standardized recipes and cost control cards with recommended selling price, performs inventory and maintains records on which drinks and liquors are in the greatest demand. Inspects deliveries for quality and quantity. Orients newly hired bartenders to the activity, their workstation, operation of cash register, cash handling and check cashing policies, and preparation of funds for deposits turned in. During assigned shift is responsible for issuing, receiving, verifying, and controlling cash receipts and change funds under custody. Determines cash shortages or overages by comparing total cash receipts against register readings. Assures the Daily Activity Report (DAR) is completed and verifies amount of money collected. Completes the deposit form in accordance with local procedures. Ensures all keys are turned in to the lock box and/or cashiers bag deposited. Sets up bar for operation, including garnishes for mixed drinks. Mixes and serves a limited variety of alcoholic or nonalcoholic drinks to order, following a variety of established recipes. Serves patrons directly, receives payment, operates cash register, makes and returns change to the patron. At close of facility, completes the Daily Activity Report (DAR), verifies amount of money collected and drops the cashier bag into the safe. Performs basic cleaning duties such as sweeping, mopping, vacuuming, washes bar equipment, glassware, utensils, etc. to maintain a constant and clean working area. Calibrates the bar at least twice weekly. Ensures all current sanitation requirements are followed and maintained. Performs other related duties as assigned.

QUALIFICATIONS: Must possess skill in the maintenance and control of expenditures to ensure limitations are observed. Working knowledge of integrated cost control, inventory and sanitation procedures. Knowledge of accounting procedures sufficient to follow funds from initiation through expenditure stages in order to trace discrepancies. Knowledge of basic arithmetic and cash handling procedures to compute charges and make change quickly and accurately. Must possess two years work related experience in bar operation with a minimum of one year documented leader or supervisory experience as a full-service bartender, measuring, mixing and serving a wide variety of alcoholic and nonalcoholic beverages in a full range bar. Must be a mature individual with leadership abilities who can exercise control over a large group of people to ensure good order and discipline as necessary. Current training in CARE/TIPS is strongly preferred.

QUALIFICATIONS: As a condition of employment, the employee must be able to obtain a Health Card prior to first day of work. Afterwards, must be able to successfully pass a Food Handlers Sanitation course, thereafter to be updated and maintained annually. Additionally, the employee must successfully complete an annual CARE/TIPS training course. Must possess a valid driver's license, as travel to and from club facilities may be required in the performance of duties. This position is subject to an irregular tour, which includes nights, and occasionally may include weekend and/or holiday work to cover all operational hours and special events.

-FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: NAF Personnel Office, Bldg. 2011 Belzer Road, Yorktown VA 23691.

-MAILING ADDRESS: NAF Personnel Office, P O BOX 32, Lackey VA 23694-0032.

-NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- VETERAN: Attach copy of DD214

-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.

-Active Duty Military: Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: www.nsa-norva.navy.mil

JOBS Line: 440-JOBS (5627)